

**Minutes**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, June 11, 2018**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**Meeting Time: 10:15 a.m.**

**ROLL CALL**

|  |                   |  |                   |
|--|-------------------|--|-------------------|
| Ian Agar (BC Human Services)               | <u>Exc</u>        | Denise Misovec (Curative Connections)              |                   |
| Mary Brick (Syble Hopp School)             | <u>          </u> | Sandy Popp (Options for Independent Living)        | <u>Exc</u>        |
| Brandon Cooper (Oneida Nation)             | <u>          </u> | Cole Runge (BC Planning Commission/Green Bay MPO)  | <u>x</u>          |
| Mary Derginer (ADRC of Brown County Board) | <u>x</u>          | Brian Silk (MV Transportation)                     | <u>Exc</u>        |
| Essie Fels (Green Bay Metro)*              | <u>x</u>          | Julie Tetzlaff (Cerebral Palsy Inc.)               | <u>x</u>          |
| Pat Finder-Stone (Citizen Member)          | <u>x</u>          | Tina Whetung (Curative Connections Trans. Program) | <u>x</u>          |
| Christel Giesen (ADRC of Brown County)     | <u>x</u>          | Genny Willemon (BC Human Services)                 | <u>          </u> |
| Matt Halada (Wisconsin DOT NE Region)      | <u>          </u> | John Withbroe (Green Bay Transit Commission)       | <u>          </u> |
| Jessica Klemens (ASPIRO)                   | <u>Exc</u>        | Vacant (BC Executive Department)                   | <u>          </u> |
| Linda Mamrosh (Citizen Member)             | <u>x</u>          | Vacant (BC Board of Supervisors)                   | <u>          </u> |

Others present: Lisa Conard, Jennifer Hallam-Nelson, and April Herlache for Essie Fels

**ORDER OF BUSINESS**

C. Runge opened the meeting.

1. Approval of the December 4, 2017, TCC meeting minutes.

C. Runge stated that the December 2017 meeting minutes cannot be approved because of a lack of a quorum.

2. Approval of the March 12, 2018, TCC meeting minutes.

C. Runge stated that the March 2018 meeting minutes cannot be approved because of a lack of a quorum.

3. Selection of a Section 5310 Program Project Review Subcommittee for the Calendar Year (CY) 2019 application cycle.

C. Runge stated that WisDOT has indicated they plan to issue application materials for the 2019 cycle within the next few weeks. The MPO typically receives \$161,000 to \$168,000 annually.

The Section 5310 Program Management Plan calls for 10% of the MPO's annual funding to go to Green Bay Metro for program administration as the Designated Recipient. A total of 50% of the balance is assigned to the Mobility Management Program of Brown County, and the remaining funding is available to projects on a competitive basis. Past recipients include Curative Connections and Disabled American Veterans for vehicles used in their transportation programs.

C. Runge asked for three volunteers to serve on the application review subcommittee with C. Runge and L. Conard. It is anticipated that the team will meet once in August or early September and that the meeting will last about one hour. The team will consist of:

- Lisa Conard, Senior Planner, Brown County Planning Commission

- Mary Derginer, Board Member, Aging and Disability Resource Center
- Christel Giesen, Assistant Director, Aging and Disability Resource Center
- Cole Runge, MPO Director/Principal Planner, Brown County Planning Commission
- Julie Tetzlaff, Director of Adult Services, CP Center

4. Discussion regarding a specialized transportation travel voucher pilot project for Brown County.

C. Runge reviewed the staff report and noted that until the end of 2017, the Aging and Disability Resource Center (ADRC) of Brown County administered the State Specialized Transportation Assistance Program for Counties (State Stat. 85.21) on behalf of Brown County. But beginning in 2018, the ADRC of Brown County and the other non-profit aging units in Wisconsin that administer the Section 85.21 Program for their counties were no longer able to administer this program. The state informed the non-profit aging units that this was no longer acceptable because the Section 85.21 Program must be administered by a county department.

At the beginning of 2018, the Brown County Planning and Land Services (PALS) Department became the administrator of the county's Section 85.21 Program.

The services that are funded through the Section 85.21 Program and the amounts allocated to these services are included in annual county plans that are approved by the organizations that oversee the programs.

In addition to receiving an annual Section 85.21 Program funding allocation from the state, each county is allowed to establish a Section 85.21 Program Trust that retains program funds that are unspent at the end of each year. The trust funds can be spent on capital and other projects that are related to the Section 85.21 Program and that benefit seniors and people with disabilities.

C. Runge continued that the Mobility Management Program for Brown County is proposing to use up to \$30,000 of Brown County's Section 85.21 Program Trust balance of \$77,894 to develop and implement a Specialized Transportation Voucher Pilot Project in 2018. This project will provide travel vouchers to seniors and people with disabilities to help cover the high costs of taxi and other "private-pay" trips that address unmet transportation needs identified through Brown County Transportation Coordinating Committee meetings, stakeholder surveys and discussions, transportation plans, and demand studies.

The Mobility Management Program for Brown County's Mobility Coordinator will use what is learned during the 2018 Specialized Transportation Voucher Pilot Project to develop a Specialized Transportation Voucher Program that will be included in Brown County's 2019 Section 85.21 Program Plan. The 2019 Section 85.21 Program Plan will be presented to the BCPC Board of Directors for approval consideration in December of 2018. If the voucher program is approved in the 2019 plan, it will be funded by a portion of Brown County's 2019 Section 85.21 Program state allocation and a portion of the county's required local match (20 percent).

The use of funds from Brown County's Section 85.21 Program Trust to cover the cost of the proposed 2018 Specialized Transportation Voucher Pilot Project has been approved by the Wisconsin Department of Transportation (WisDOT) and the BCPC Board of Directors. A county board committee and the county board will have to approve the budget transfer.

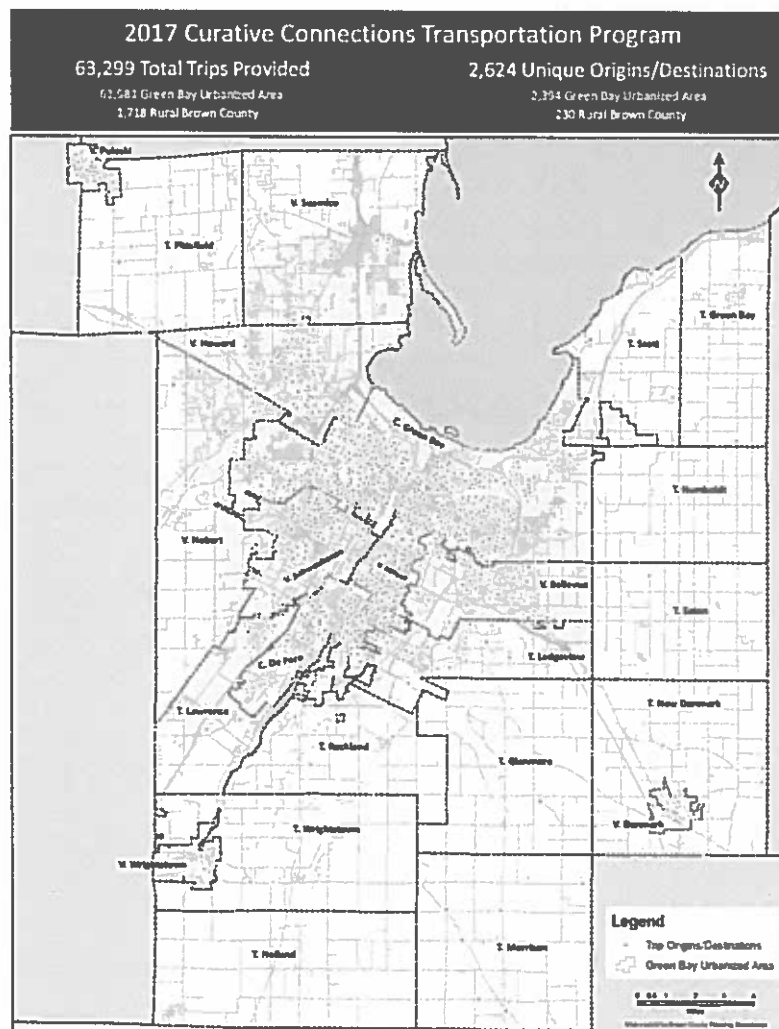
C. Runge noted that S. Popp attended the June 6<sup>th</sup> meeting of the BCPC Board of Directors and spoke in favor of the pilot project.

Discussion occurred on how the program may be administered (who will be eligible for the vouchers, trip purposes, times of day, etc.). Details are being discussed and information will be provided at a later date.

5. Discussion regarding the origins and destinations of trips provided by Curative Connections<sup>1</sup> in 2017.

L. Conard noted that Curative Connections provided the MPO staff with a list of all addresses served by the transportation program in 2017. 2,394 unique origins and destinations were identified and mapped.

In 2017, Curative began providing transportation service in rural Brown County. Of the 63,299 trips provided, 1,718 were from rural Brown County. Ker Vang of the MPO created the map that was discussed during the meeting.



<sup>1</sup> Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

6. Discussion regarding the status of the Safety for Brown County campaign.

Discussion occurred regarding unclear sidewalks during snow events.

M. Derginer stated the media did a great job of announcing the importance of clearing sidewalks and helping others who may have a difficult time doing so during the record snowfall in April.

L. Mamrosh stated that she continues to experience unclear sidewalks (past De Pere's deadline for snow removal). It continues to be a complaint-driven enforcement approach in De Pere and elsewhere in Brown County.

C. Runge referenced the *weekly street and sidewalk project updates* email for Green Bay and De Pere and asked if it was useful to the TCC members and their clients. Discussion about this information followed.

C. Giesen asked if the information could be placed on a website so people can access the information.

C. Runge suggested that the planning department webpage may be able to host the information and stated that he will determine if this is possible.

7. Round robin discussion about specialized transportation services in Brown County.

J. Hallam-Nelson stated she just issued a Mobility Management newsletter, presented at a recent Mobility Management focus group meeting, and is developing the scope of the voucher pilot project.

M. Derginer asked about transporting individuals with disabilities from the Green Bay Botanical Gardens to NWTC and the bus fares associated with this trip.

J. Hallam-Nelson will provide M. Derginer with the reduced fare application materials.

C. Giesen stated that the ADRC is busy writing its three-year (2019-2021) plan. Numerous focus groups, interviews, and meetings were held to gather information for the plan. Many people mentioned that transportation continues to be a big need.

L. Mamrosh noted that today the bus driver was making stop announcements instead of the automated announcements, and she asked how long this will continue.

A. Herlache explained that the automated announcements will resume in the near future. (Additional information provided post-meeting: A new Automatic Vehicle Locator System is expected to be completely in place by end of July. Current trip planning services may be limited and *Where's My Bus* information is being removed from existing buses to prepare for the installation of the new equipment. Please call Customer Service at 448-3450 for assistance throughout the transition.)

L. Mamrosh stated that she appreciates the service she has been receiving from Curative Connections. L. Mamrosh also stated that she has been able to schedule transportation to attend her Visually Impaired Persons Support Group well in advance thanks to a change in scheduling policy. Transportation to support groups can now be scheduled well in advance similar to medical appointments.

8. Other matters.

The tentative TCC meeting schedule for 2018 is as follows:

Monday, September 10, 2018  
Monday, December 3, 2018

Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.

9. Adjourn.

The meeting was adjourned at 11:10 a.m.